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Linked Documents/Regulatory Requirements:	Equality Act 2010 and Northern Ireland Equality Law (1995) Data Protection Act General Data Protection Regulations (UKGDPR) Active IQ's privacy policy Active IQ's special consideration and reasonable adjustments policy	
Date of Next Review:	24/10/2025	Classification Level: Active IQ Sensitive

Active IQ equal opportunities and diversity policy

Introduction

The Equality and Human Rights Commission states:

“that every organisation should have an equality policy to ensure equal opportunities, and share it with staff and (as appropriate) with customers, clients or service users and others who may be interested in it, such as organisations considering contracting with them”.

This policy is aimed at our centres and learners who are delivering, are registered on, or have taken Active IQ approved qualifications or end-point assessments.

It sets out our intention to deliver a service and range of qualifications and end-point assessments that are fair, accessible and do not include any unnecessary barriers to entry. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or codes of practice issued by the Equality and Human Rights Commission, any government departments, and any other statutory bodies to whom Active IQ must have due regard.

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Centre's responsibility

It is important that your staff involved in the delivery of our qualifications and your learners/apprentices are fully aware of the contents of the policy (e.g. via their induction when first embarking on Active IQ qualifications).

Review arrangements

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements, revising it as and when necessary in response to customer, learner or regulatory feedback (e.g. to align with any appeals and complaints process established or revised by the regulators), or as a result of any trends that may emerge in relation to specific themes within complaints received. If you would like to feed back with any views, please contact us via the details provided at the end of this policy.

Areas covered by the policy

Active IQ staff

Active IQ commits to incorporating specific and appropriate duties when embedding the equal opportunities policy into job descriptions and performance objectives of all staff. Active IQ will provide equality training and guidance as appropriate to our staff, including induction training as well as further ongoing courses where identified via our internal staff performance review arrangements.

Qualification and end-point assessment development

Active IQ will ensure that there are no features that could disadvantage any group of learners/apprentices that share a particular characteristic or barriers to entry, other than those directly related to the purpose of the end-point assessments or qualifications. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms of why they are required for the particular qualification or apprenticeship standard.

Centres

Active IQ expects its centres to enable learners to have equal access to training and assessment for qualifications irrespective of their gender, marital status, age, religion, colour, race, nationality, ethnic origin or disability (the 'protected characteristics'). Assessment must similarly be undertaken without discrimination. Centres are required to have in place a policy to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. This policy should apply to all satellite/associated venues and there should be arrangements in place to monitor its application and effectiveness.

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Learners and apprentices should also be made aware of the opportunity, where applicable, to request revised assessment arrangements under Active IQ's special consideration and reasonable adjustments policy.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the centre, learners must be made aware of their right to complain or appeal to Active IQ (via the arrangements outlined in our complaints or appeals policies).

Monitoring the success and relevance of our arrangements

Active IQ is committed to complying with all current and relevant legislation, which includes at the time of writing, but is not limited to, the Equality Act 2010 and Northern Ireland Equality Law (1995).

As part of the learner registration and certification processes for qualifications and units, Active IQ may collect information aligned to the Data Protection Act 2018 incorporating the General Data Protection Regulations (UKGDPR) on diversity, requests for special consideration, access arrangements and feedback from learners, centres and other stakeholders.

All relevant issues identified that suggest our provision or services may have unnecessarily impacted on learners will be reported back to our Managing Director who will be responsible for ensuring that relevant staff introduce amendments to provision and/or services where necessary, and in accordance with our documented procedures for developing and reviewing qualifications.

Details of our ongoing reviews will be made available to the qualification regulators on request.

Contact us

If you have any queries about the contents of the policy, please contact our support team on:

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Revision History

Document number	Date	Summary of changes	Author	Approved by
AIQ006247	24/10/2024	Reviewed and added to updated template	Lee Buck	Kayleigh Lee

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